

NAVSTABREMINST 1800.1
PAO
8 Oct 99

NAVAL STATION BREMERTON INSTRUCTION 1800.1

From: Commanding Officer, Naval Station Bremerton

Subj: RETIREMENT CEREMONIES FOR MILITARY PERSONNEL

Ref: (a) SECNAVINST 1650.1F

Encl: (1) Retirement Ceremony Checklist/Time Schedule
(2) Sample NAVSTABREM Notice 1800
(3) Sample Ceremony Schedule of Events
(4) Sample Personnel Assignments
(5) Sample Retirement Message

1. Purpose. To establish policy and procedures for retirement ceremonies for Naval Station Bremerton and Puget Sound Naval Shipyard military personnel.

2. Cancellation. This instruction replaces NAVSHIPYDPUGETINST 1800.1.

3. Policy. The retirement ceremony is one of the most important events of a military person's career. The Department Head, the Division Officer, sponsor, and Naval Station Bremerton Public Affairs Office will plan the event accordingly. A well planned and executed event is essential. Both commands policy is that all retirees receive personal recognition for their naval service. Consideration should be given to honoring the retiree's service in the form of a personal award at the appropriate level. Recommendations for awards will be handled in accordance with reference (a).

4. Action

a. Service Member. The service member is directly responsible for completing all personal and professional requirements necessary to prepare for retirement. Additionally, the member must communicate personal desires and oversee the details of the retirement ceremony process.

b. Department Head. The Department Head will assign a sponsor to coordinate all details of the ceremony. Additionally, the Department Head will ensure appropriate award recommendations are submitted and acted upon in a timely manner.

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c. Sponsor. The sponsor will coordinate the preparation and execution of the ceremony. Specific duties are in enclosure (1). Samples of various administrative requirements are provided as enclosures (2) through (5).

d. Naval Station Bremerton Public Affairs Office, will assist sponsors in preparing for the ceremony.

/S/

J. A. HOLDEN

DISTRIBUTION:

NAVSTABREMINST 5216.1

List I

RETIREMENT CEREMONY
CHECKLIST/TIME SCHEDULE
(All times are prior to ceremony unless noted otherwise)

<u>TIME</u>	<u>EVENT</u>	<u>RESPONSIBLE</u>
<u>9 - 12 months</u>		
_____	1. Retirement request is submitted.	MEMBER
<u>6 months</u>		
_____	1. Assign Sponsor. _____	DEPT
_____	2. Send End of Tour (EOT) Award Recommendation to Department Head.	ADMIN OFFICER
<u>5 months</u>		
_____	1. Submit EOT Award Recommendation for approval. Shipyard Officers to C/100, NAVSTABREM Officers and enlisted route through their normal chain of command.	DEPT/DIV
_____	2. Within 10 days of approval, submit award write-up for approval.	DEPT/DIV
<u>3 months</u>		
_____	1. Arrange for Navy Band, local band, tape as desired.	SPONSOR
_____	2. Schedule equipment with 1st LT Div: podium, P.A. system, tables, chairs, carpet, bullets, ship's bell, etc.	SPONSOR
_____	3. Arrange for Color Guard.	SPONSOR
_____	4. If desired, arrange for national flag to be flown over ship, capital, etc.	SPONSOR
_____	5. If desired, arrange for certificate of appreciation from state specified.	SPONSOR
_____	6. Order shadow box.	SPONSOR

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2 months

- | | | |
|-------|---|---------------------|
| _____ | 1. Establish date, time, and place for ceremony. For retirement ceremonies within the Shipyard, discuss access provisions for family and guests with Code 1120. | RETIREE |
| _____ | 2. Reserve location for reception. | RETIREE |
| _____ | 3. Select uniform to be worn for ceremony participants and guests. | RETIREE |
| _____ | 4. Assign and notify ceremony participants and E-MAIL all concerned. | RETIREE/
SPONSOR |

 SPEAKER

 ADJUTANT (IF FORMATION IS TO BE USED)

 ESCORTS FOR SPOUSE, FAMILY

 MASTER OF CEREMONIES

 GUEST SPEAKER

 CHAPLAIN

 BOATSWAIN'S MATE

 SIDEBOYS

 USHERS

- | | | |
|-------|--|---------|
| _____ | 5. Arrange inclement weather/alternate site. | SPONSOR |
| _____ | 6. Prepare invitations as desired. | RETIREE |
| _____ | 7. Print invitations. | PAO |
| _____ | 8. Prepare guest list with addresses. | RETIREE |

1 month

- | | | |
|-------|--|----------|
| _____ | 1. Order refreshments. | SPONSOR |
| _____ | 2. Submit draft fitness report/evaluation. | DEPT/DIV |

_____	3. Confirm award approval.	DEPT
_____	4. Parking arrangements.	SPONSOR
_____	5. Prepare retiree's biography and history of assignments.	RETIREE SPONSOR
_____	6. Obtain list of awards from service record.	SPONSOR
_____	7. Layout program.	RETIREE SPONSOR
_____	8. Print programs.	PAO
_____	9. Determine ceremony layout.	RETIREE
_____	10. Draft/issue retirement notice (Enclosure (2)).	PAO
_____	11. Schedule rehearsal.	SPONSOR
_____	12. Draft/send retirement message (Enclosure (5)).	PAO
_____	13. Ensure EOT award received.	DEPT
_____	14. Prepare Letter of Appreciation (LOA) for member and route for signature.	SPONSOR
_____	15. Plan and purchase shadow box and items.	RETIREE SPONSOR
_____	16. Mail invitations.	RETIREE

1 - 2 weeks prior

_____	1. Arrange for photo coverage.	PAO
_____	2. Have FITREP/EVAL smoothed/signed.	DEPT HD
_____	3. Ensure spouse LOA signed.	PAO
_____	4. Order flowers for spouse.	SPONSOR
_____	5. Ensure the Retirement/Fleet Reserve Certificate and flag have been received.	PAO
_____	6. Arrange for command plaque.	PAO

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|-------|--|--------------------|
| _____ | 7. Write POD/POW note for retirement ceremony. | PAO |
| _____ | 8. Draft smooth script. | SPONSOR |
| _____ | 9. Assemble shadow box. | SPONSOR |
| _____ | 10. Prepare speech. | SPEAKER
RETIREE |
| _____ | 11. Prepare CPOA gift. | CMC |

2 - 3 days prior

- | | | |
|-------|--|----------------|
| _____ | 1. Reconfirm ceremony participants. | SPONSOR |
| _____ | 2. Reconfirm photographer. | PAO |
| _____ | 3. Brief all participants and conduct rehearsal. | SPONSOR |
| _____ | 4. Obtain speech from retiree/speaker. | SPONSOR
PAO |
| _____ | 5. Set up Ceremony Book. | PAO |
| _____ | 6. Reconfirm all awards ready for presentation. | PAO |
| _____ | 7. Gather all items for presentation. | PAO |
| | a. If award is approved but has not been received, obtain copy of citation and medal for presentation. | |
| | b. If award has not been received, obtain forwarding address for member. | |
| | c. If award is not yet approved, determine action to take. | |
| | 8. Program marquees with "Fair Winds and Following Seas" for servicemember. | PAO |

Day of ceremony

- | | | |
|-------|-----------------------------------|-------------------|
| _____ | 1. Set up equipment for ceremony. | 1ST LT DIV
PAO |
|-------|-----------------------------------|-------------------|

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|-------|---|------------|
| _____ | 2. Set up refreshments/ensure reception is ready to go. | SPONSOR |
| _____ | 3. Deliver awards, certificates, shadow box. | PAO |
| _____ | 4. Check audio equipment. | PAO |
| _____ | 5. Pick-up flowers. | SPONSOR |
| _____ | 6. Muster ceremony personnel. | SPONSOR |
| _____ | 7. Clean-up area and return all equipment. | 1ST LT DIV |

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SAMPLE NAVSTABREMERTON NOTICE 1800

Canc: (Date)
NAVSTABREMERTONNOTE 1800
PAO

NAVSTABREMERTON NOTICE 1800

From: Commanding Officer, Naval Station Bremerton

Subj: RETIREMENT CEREMONY ICO (RATE/RANK, NAME)

Ref: (a) NAVSTABREMINST 1800.1

Encl: (1) Schedule of Events
(2) Personnel Assignments

1. Purpose. To announce and assign responsibilities in conjunction with (Rate/Rank, Name) retirement ceremony.

2. Information. A retirement ceremony for (Rate/Rank, Name) will be conducted at (Location and Time), on (Date).

a. The ceremony will commence at (Time), (Formation Falls in at _____).

b. Uniform:

(1) Ceremony Participants: (Uniform Description).

(2) Guests: (Uniform and Civilian Attire Description).

c. Schedule of events and ceremony formation will be depicted in enclosures (1) and (2).

d. Personnel assignment as delineated in enclosure (3).

e. Family members and friends are cordially invited to attend as guests.

f. A reception at (Location) will immediately follow the ceremony.

3. Action. (Rate/Rank, Name), has been assigned as sponsor and will coordinate all details of the ceremony and reception as delineated in reference (a). The Public Affairs Office

Enclosure (2)

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NAVSTABREMERTONNOTE 1800

Office will assist as indicated. Any pre-retirement gatherings (luncheons, dinners, etc.) are strictly the responsibility of the member's department.

(Signing Authority)

Distribution:

(Appropriate Codes)

SAMPLE CEREMONY SCHEDULE OF EVENTS

(2 hours prior to ceremony)

Working Party: Ensure ceremony area is clean, install PA system, test PA system, arrange chairs, podium, carpet, bullets, etc.

(30 minutes prior to ceremony)

Sideboys and participants muster at ceremony with sponsor. Assume appropriate positions prior to Adjutant assuming command.

(5 minutes prior to ceremony)

Adjutant, (Rank/Rate, Name), assumes command.

CMC and Chaplain take seats on stage.

(Time)

COMMENCE CEREMONY

MASTER OF CEREMONIES (MOC) - Welcoming remarks.

ADJUTANT - "Formation, attention."
- "Report". Receives reports.
- (to MOC) "All present or accounted for, Sir/Ma'am."

MOC - "Ladies and Gentlemen, please stand for the arrival of the official party, our National Anthem, and remain standing for the invocation."

MOC - In turn, announce officiating officer, guest speaker, retiree. Bong aboard and render salute. Each member stands by seat at conclusion of individual honors. Official party remains standing.

NAVY BAND/OR ALTERNATE MUSIC SOURCE - National Anthem.

CHAPLAIN - Provide invocation prayer.

MOC - "Ladies and gentlemen, please be seated."

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ADJUTANT - "Formation, Parade Rest."

GUEST SPEAKER

MOC - Introduce guest speaker.

GUEST SPEAKER - Provide remarks.

AWARDS AND PRESENTATIONS

ADJUTANT - "Formation, Attention."

MOC - Invite retiree to the stage.

- Read award citation.

GUEST SPEAKER - Present award to retiree.

- Present retirement certificate.

- Present other certificates.

- Present shadow box.

MOC - Invite retiree's spouse to the stage.

ESCORT - Escort retiree's spouse to the stage.

MOC - Read letter of appreciation.

GUEST SPEAKER - Present certificate.

RETIREE - Present flowers to spouse (optional).

ESCORT - Escort spouse back to seat.

ADJUTANT - "Formation, Parade Rest."

RETIREE'S REMARKS

MOC - Introduce retiree.

RETIREE - Provide remarks.

PIPING ASHORE

MOC - "Will the guests please rise for the benediction and the departure of the official party?"

MOC - Introduce Chaplain for benediction.

CHAPLAIN - Provide benediction.

MOC - "Sideboys, post."

ADJUTANT - "Formation, Attention."

SIDEBOYS - Position to salute retiree.

SHIPYARD COMMANDER/CO, NAVAL STATION BREMERTON -
Positions to acknowledge retiree's salute and request
to go ashore.

RETIREE - (To SHIPYARD COMMANDER/CO, NAVAL STATION
BREMERTON, salute) "Request permission to go ashore,
Sir/Ma'am."

SHIPYARD COMMANDER/CO, NAVAL STATION BREMERTON -
"Permission granted."

Bell is rung after salute is acknowledged.

MOC - "(Rank/Rate, Name), United States Navy,
Retired, departing."

RETIREE - Walks between Sideboys, saluting.

SIDEBOYS - Salute.

BOATSWAIN'S MATE - Pipes.

RETIREE - Walks back, awaits spouse.

ESCORT - Escort spouse to retiree.

RETIREE - Walk past sideboys with spouse.

SIDEBOYS - Salute.

BOATSWAIN'S MATE - Pipes.

MOC - Announces departure of official party.

CLOSING OF CEREMONY

MOC - "Ladies and Gentlemen, this concludes today's
retirement ceremony. You are cordially invited to a (type of
reception), which will be held at (location/time)."

SAMPLE PERSONNEL ASSIGNMENTS

RETIREMENT CEREMONY

LT JOHN J. SMITH, USN

GUEST SPEAKER	CAPT WHITE
ADJUTANT	DCCM(SW) BLACK
ESCORT FOR MRS SMITH	ENC JONES
MASTER OF CEREMONIES	LTJG GREEN
CHAPLAIN	LT DAVIS
HONORS BOATSWAIN	BM1 WILLIAMS
SIDEBOYS	LT CAMPBELL LTJG MATTHEWS LCDR LEE LCDR PARKER LT THOMAS LTJG ADAMS
USHERS	SHC BOYD DCC CARTER BMCS EDWARDS EMCM GARRISON

SAMPLE RETIREMENT MESSAGE

R 240013Z FEB 97
FM NAVSTA BREMERTON WA//
TO ALL ACTIVITIES BREMERTON AREA
ALL SHIPS PRESENT BREMERTON AREA
BT
UNCLAS //N01800//
MSGID/GENADMIN/NAVSTA BREMERTON WA//
SUBJ/FLEET RESERVE TRANSFER CEREMONY//
RMKS/1. RMC(SW) JOHN H. SERVICE, USN, CURRENTLY ASSIGNED TO
NAVAL STATION BREMERTON, WILL TRANSFER TO THE FLEET RESERVE ON 01
JANUARY 1999, UPON COMPLETION OF 20 YEARS OF FAITHFUL AND
HONORABLE SERVICE TO THE NAVY AND HIS COUNTRY. A FLEET RESERVE
TRANSFER CEREMONY WILL BE HELD ON EX-USS MISSOURI, MOORED AT
PUGET SOUND NAVAL SHIPYARD, ON FRIDAY, 23 AUGUST 1998, AT 1300.
2. ALL INTERESTED PERSONNEL AND FRIENDS OF RMC(SW) SERVICE ARE
INVITED TO ATTEND THE CEREMONY.
3. UNIFORM FOR MILITARY PARTICIPANTS: FULL DRESS WHITE.
4. CIVILIAN GUESTS: APPROPRIATE CIVILIAN ATTIRE.
5. ADDRESSEES ARE REQUESTED TO GIVE THIS MESSAGE COMMAND-WIDE
DISSEMINATION.//
BT
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